

To: Elementary School Parents
From: Mrs. Karrfalt
Re: E-learning Days
Date: 3-7-19

We appreciate your patience and understanding as we work through our first E-learning days. I want to take this opportunity to answer a few of the questions that parents are asking.

Many parents are wondering where they will need to go to find assignments for the E-learning days. The answer is Google Classroom. You may access Google Classroom with an app or through the school webpage. To access Google Classroom through the school webpage, you will need to follow these steps:

- Go to the school webpage - www.covington.k12.in.us
- Select the E-learning tab under Elementary School
- Select Google Classroom Login
- Login with your child's information (This will be sent home.) If your child doesn't have or remember it, please call the school between 8-12:30 on March 20 or 21 at 793-2254.

There have also been questions about the school being open. The elementary school computer lab will be open from 9 - 11:30. There is no transportation provided to the open lab. The lab will be staffed with an individual to help students with general questions. However, there is no one available to individually help students to complete the school work. If you have a child who will be using the lab to complete school work, you will need to leave a name and a number for pick up. We will call when your child is done, so you will need to have someone who can pick up your child anywhere between 9 - 11:30.

We understand that not everyone has the same technology or access to technology for E-learning instruction. With this in mind, students have five days to complete all E-learning assignments. We are aware that the five days will be up during spring break, so for our first E-learning days an extension will be given to those five days. All work must be completed by April 5th or the child will receive a 0 and be counted absent. This extension is only at the elementary school since many of our students don't have devices. If your survey indicated that you don't have internet or devices at home, substitute paper/pencil assignments will be sent home for your child.

Sincerely,

Mrs. Karrfalt